# GOVERNMENT OF THE DISTRICT OF COLUMBIA Child and Family Services Agency





To: All CFSA Staff Administrative Issuance: CFSA-06-7

From: Ronnie Charles, Deputy Director for Administration

Date: March 1, 2006

Re: Weapons-Free Workplace

This Administrative Issuance serves to maintain a safe work environment by notifying employees of restrictions on weapons possession while on duty where a CFSA employee is executing the responsibilities and duties of his/her job, including agency offices or any field location.

CFSA is deeply concerned about the safety and health of its employees and the public whom we serve and is dedicated to providing a safe work environment in compliance with the Occupational Safety and Health Act (OSHA) of 1970. It is the policy of CFSA to maintain a safe environment for employees and visitors within our facilities. In support of this administrative issuance and in the interest of promoting safety, weapons, instruments or materials that can be used to inflict bodily harm on an individual or damage to CFSA property shall be strictly prohibited in all work areas, including personal offices, common areas such as classrooms, CFSA-owned motor vehicles or personal vehicles on CFSA property, auditoriums, conference rooms, restrooms, corridors, lobbies, stairways, parking garages, break rooms, and elevators.

### 1. PROCEDURE

Security Personnel shall ensure that the Agency Director or designee is informed of any employee or visitor in possession of a weapon. Furthermore, security personnel will use the x-ray machine and when necessary, the magnetometer to screen all employees and visitors for weapons.

If an employee or visitor is identified with a weapon, security personnel must confiscate the weapon, notify the District of Columbia's Protective Services Division and complete an unusual incident report form. If the employee or visitor refuses to handover the weapon, he/she shall be denied access to the building. Additionally, security personnel shall notify the Metropolitan Police Department of the refusal.

It is not only the responsibility of security personal to ensure that the Agency Director is informed of an employee or visitor in possession of a weapon, but the responsibility of any CFSA employee who sees a weapon in the workplace. (See Employee Unusual Incident Reporting and Management Policy).

#### 2. COVERAGE

All CFSA employees, contracted personnel, volunteers and visitors to CFSA facilities including agency offices or any field location.

DC Government officials with executive identification folders, uniformed police officers, firefighters and plainclothes police officers with proper identification are not required to pass through the metal detector or have items screened by the x-ray. However, Law Enforcement Officers on routine visit must sign in and be escorted by staff.

#### 3. WEAPONS

Any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. The term "weapon" shall also include, but is not limited to the following:

- a. Any firearm that is designed to, may readily be converted to, or will expel a projectile by the action of an explosion. A "firearm" is further defined as any weapon including a starter gun, which will, or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapons; any firearms muffler or firearm silencer, or any destructive device.
- b. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounces, mine or similar device.
- c. Any other item or device which may be used as a weapon, including all pocket knives with a blade greater than 3 inches in length, or other objects use, or any "look-a-like" objects that resemble objects that have a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use, as a weapon.
- d. Any object that can easily cause harm/injury and is not explicitly authorized in the employee's line of work, such as baseball bat, golf club, nightstick, metal objects. The intent is for employees not to bring objects to work that can cause harm, and are not used/authorized for the work environment.

#### 4. SCOPE OF ADMINISTRATIVE ISSUANCE

a. The CFSA Weapons-Free Workplace Administrative Issuance applies to all CFSA employees. It is the responsibility of any CFSA employee including security personnel, supervisors, and managers, to promptly report any

- employee or visitor who is in possession of a weapon to the Agency Director, whether or not physical injury has occurred.
- b. In the interest of promoting safety, weapons of any kind are prohibited in agency offices, vehicles or any field location. Possession of weapons refers to any object that can easily cause harm/injury and is not explicitly authorized in the employee's line of work.
- c. In areas where weapons are prohibited signs shall be posted that read no weapons on the premises of the building.

## 5. WHAT CONSTITUTES NON-COMPLIANCE

Non-compliance with this administrative issuance includes but is not limited to:

- a. CFSA employees in possession of a weapon while executing the responsibilities and duties of his/her job, including agency offices, vehicles or any field location.
- b. Refusing to have personal belongings screened by CFSA security personnel.

## 6. CONSEQUENCES OF NON-COMPLIANCE

- a. The DC Child & Family Services Agency takes a "zero tolerance" approach to violations of its Weapons-Free Workplace Administrative Issuance. Therefore, any person who is determined to have violated this administrative issuance may be subject to disciplinary action to and/or arrest by law enforcement officers.
- b. The DC Child & Family Services Agency reserves the right to prohibit entry into the building to any employee or visitor who refuses to comply with this administrative issuance.

## 7. RIGHT TO CHANGE OR TERMINATE ADMINISTRATIVE ISSUANCE

The DC Child & Family Services Agency reserves the right to modify this administrative issuance with the advice and counsel of the Human Resources Administration and the Office of the General Counsel.

## 8. EFFECTIVE DATE

This issuance is effective immediately.